



Meeting Norms

1. Be prepared and come ready to engage. Read the agenda and do any pre-work ahead of time.
 - a. Facilitator will note which attachments should be reviewed prior to meeting dates.
2. Put aside other topics and work so you are ready to focus on the discussion at hand.
3. Ask questions for clarification to help avoid making assumptions.
 - a. Don't assume common knowledge, especially acronyms.
4. We will respect everyone's time by starting and ending on time.
 - a. Facilitator can interrupt members when it's time to move on.
5. Only one conversation at one time allowing people 30 seconds of think time. Refrain from side-talk.
6. Capture off topic items in a "parking lot" and agree to discuss them later at designated time.
7. Be present with the people you are meeting with.
8. Everyone is responsible for helping to stay on topic. Speak up if you feel like we're getting off track and need to move an issue to the "parking lot".
9. Develop respect and an ability to listen and consider outlying opinions or ideas.
10. We will vote by consensus and Facilitator will announce affirmation.